



CITY OF ASTORIA

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**MEMORANDUM**

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**DATE:** AUGUST 2, 2021

**TO:** MAYOR AND ASTORIA CITY COUNCIL

**FROM:** BRETT ESTES, CITY MANAGER

**SUBJECT:** CONSIDER AUTHORIZATION TO REPAIR CITY HALL SERVICE ELEVATOR

**DISCUSSION / ANALYSIS:**

The Astoria City Hall building has two elevators. The front elevator is a passenger elevator installed when the building was remodeled in 2011/2012. The front elevator was installed to meet current ADA requirements and was designed to service the three floors used for office space and public access but did not access the basement. The original elevator at the rear of the building services all floors including the basement and was determined to be kept in service and used as a service elevator for basement activities and other floors. Some staff still use it as a passenger elevator since it is located next to the employee entrance door.

On January 20th of this year the service elevator stopped working. Staff immediately had it inspected and received quotes for repair options. TK Elevator Corporation which is the company that services both elevators gave us three options for repair as follows:

Option 1 - Upgraded Brake Replacement (\$21,505.16) – Bare minimum to get the unit back in service. This repair would not be retainable once the inevitable modernization of the entire unit happens, however. Meaning that it would have to be replaced again.

Option 2 - Upgraded Machine Replacement (\$82,960.23) – This is a better option as it can be retained with a modernization and it will lower the modernization costs when that happens.

Option 3 - Full Modernization (\$184,168.00) – The unit is very old and this will be the ultimate need eventually.

After careful consideration, it has been decided that Option 2 is the best path forward at this time. This option allows us to make the needed repairs and regain operation without expending the full \$184,168.00 at this time while funds are limited. Staff budgeted \$85,000 this fiscal year for the repairs which is a little more than the proposal but allows for a small contingency of \$2,039.77 for unknowns. Any work to provide roof access will be performed by staff and will be funded from the annual Other Repair & Maintenance Supplies budget for City Hall. The contract required that 50% of the cost be paid upon executing the contract.

The repairs are anticipated to be complete by December 31, 2021 based on material availability. We have requested that the work be completed as soon as possible to minimize staff inconvenience.

City attorney Blair Henningsgaard approved the contract as to form and concurs with the goods and services procurement method.

**RECOMMENDATION:**

It is recommended that City Council authorize the contract with TK Elevator Corporation for the amount of \$82,960.23 and a contingency of \$2,039.77 for unknown expenses during the project.

**BY: JEFF HARRINGTON, PUBLIC WORKS DIRECTOR**

**ATTACHMENTS:**

[Astoria City Hall Machine Replacement Proposal 070221.pdf](#)